

APPENDIX D
EDITING SYMBOLS

<u>Edited Copy</u>	<u>Symbol Meaning</u>	<u>Effect</u>
ft. knox <u>≡ ≡</u>	Capitalize	Ft. Knox
the May or	Make lower case	the mayor
FT. KNOX	Make lower case	Ft. Knox
N ws stories	Insert letter	News stories
acti a n photo	Change letter(s)	action photo
typew r iter	Delete letter, close up	typewriter
first s ergeant	Delete letter, leave space	first sergeant
news p hotos	Insert word	news and photos
record ^{pictures} photos	Change word	record pictures
newspaper w orthy	Delete word, close up	newsworthy
the tall men	Delete word, leave space	the men
news p hotos	Insert space	news photos
news p aper	Close up	newspaper
the end , The	Insert period	the end. The
three , four and	Insert comma (Use same caret (^) to insert colon and semi-colon)	three, four and
re e nter	Insert hyphen	re-enter
fact for example	Insert dash	fact- -for example
^{ly} We believe. . .	Insert quotes, apostrophe	"We believe. . .
white ^{and} blue	Delete space	white and blue
cap tain	Transpose letters	captain
run fast	Transpose words	fast run
Apply same principle as above, or circle first item and draw arrow to desired position; note with ^{to}	Transpose sentences, paragraphs	
<u>Doctor</u>	Make opposite	Dr.
<u>Dr.</u>		Doctor
<u>twenty-one</u>		21
<u>21</u>		twenty-one
battle. ^{Soldiers}	Not a new paragraph	battle. Soldiers
battle. <u>Soldiers</u>	New paragraph	battle. Soldiers
<u>STET</u>	Let it stand as before corrected	the M14 rifle
the M14 rifle	Center in column (heads and subheads)	The Dog
<u>The Dog</u>	Move to right	\$37,000 \$38,000
\$37,000 \$38,000	Move to left	\$37,000 \$38,000